



*State of New Jersey*

**DEPARTMENT OF HEALTH AND SENIOR SERVICES**

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[www.nj.gov/health](http://www.nj.gov/health)

JON S. CORZINE  
*Governor*

HEATHER HOWARD  
*Commissioner*

TO: All Licensed and/or Certified Health Care Facilities

FROM: Alison Gibson, Director  
Assessment & Survey  
Health Facilities Evaluation and Licensure

DATE: December 1, 2008

SUBJECT: Change of Off-Hours Reportable Event Procedure

Currently, the Department of Health and Senior Services Hotline (1-800-792-9770) includes an option that allows facilities to speak with a State operator during off hours when alerting the Department of a Reportable Event.

Please be advised that, effective December 15, 2008, the Hotline will no longer include the option to speak with a State operator. Facilities will be able to continue to alert the Department during off hours of a Reportable Event by leaving a voice message on the Hotline. All voice messages left during off hours will be reviewed regularly.

Also be advised that this notice pertains to the change of Hotline procedure only. All health care facilities must continue to notify the Department of reportable events, by telephone and facsimile in accordance with all applicable State and Federal regulations.

If you have any questions, you may contact Carolyn Hall, Program Manager, Complaints, at (609) 633-8991.